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To: HR Directors, Personnel and Payroll Officers
From: Betty Everatt, Payroll Systems Supervisor
Date 11/15/06
Subject: Annual Leave Processing

The MS-TAMS automated annual leave process will be executed following the lockdown of the pay period which contains January 1 for each respective pay cycle. For 2007, this process will occur on the evening of Jan 18th for cycle B and Jan 10th for cycle A.

Similar to our bi-weekly leave accrual processing, only employees that have a time sheet in the current pay period will be processed during the annual leave processing. Therefore, employees on an unpaid leave of absence will not be processed. Those employees will have to be updated by the payroll or personnel officer.

I. Annual Confidential Leave Processing

Confidential employees are assigned an administrative unit of H,M,O,X,Y,Z. The annual posting of leave will be processed following the normal biweekly leave posting.

Order of Processing

Lapse vacation hours which exceed the maximum vacation limits.
Post any unused personal leave balance to vacation, reduce personal leave time balance to zero.
Post annual vacation accrual.
Post annual personal time.

Annual Confidential Vacation Accrual

The annual vacation rate will be that which is in effect at the time the annual vacation accrual is posted on either January 10th or January 18th. Agency payroll officers will enter adjustments for those employees whose rate will change later in 2007 at the time that the annual vacation accrual is posted. The annual vacation rate for part-time employees will automatically post as zero. Agency payroll officers must enter the annual pro-rated accrual for part-time employees. Vacation computations for confidential employees who are over the maximum vacation accrual - or - those who must use 2006 vacation time, will require manual adjustments.

It is anticipated that the vast majority of confidential employees will not be impacted and the conversion will be seamless because they are not over the maximum accrual and they have sufficient vacation leave time. Please remember that confidential employees who are on the threshold of lapsing time or who will use 2007 vacation in the first week of the New Year will require monitoring.

Annual Confidential Personal Accrual

Three Personal Days (confidential) - Admin Unit = H,M,O,X,Y,Z

Full-time position - Post 24 hours personal leave.

Part-time position - Calculate personal leave = (bi-weekly position hours ÷ 80) x 24

II. Annual Personal Leave Processing for Bargaining Unit Employees

Reduce personal leave to zero for all bargaining unit employees (except Supervisory and Professional and Technical).

Supervisory admin unit D - Post any unused personal leave balance to vacation.

Professional & Technical admin unit B - Post any unused personal leave balance to vacation.

Personal leave posting rules:

Full-time positions are posted full amount of personal leave.

Part-time positions are posted pro-rated amount of personal leave*.

Acting Capacity and Intermittent positions will be done manually.

Project positions are not eligible for personal leave.

*Round up, to the nearest 1/10 hours, such as: 1.21 becomes 1.3, 1.25 becomes 1.3, etc.

Three Personal Days - If (salary grade > 21) and (Admin Unit = D)

Full-time position - Post 24 hours personal leave.

Part-time position - Calculate rounded personal leave = (bi-weekly position hours ÷ 80)

Two Personal Days - If (salary grade > 21) and (Admin Unit = A, B, E or F)

Full-time position - Post 16 hours personal leave.

Part-time position - Calculate rounded personal leave = (bi-weekly position hours ÷ 80)

One Personal Day – (Job Class Codes as defined in the contract)

Full-time position - Post 8 hours personal leave.

Part-time position - Calculate personal leave = (bi-weekly position hours ÷ 80) x 8

Questions regarding annual leave processing should be directed to Betty Everatt @ 626-8442 or Jeannie Johnson @ 624-7768.